

PERSONAL SERVICE CONTRACT

Contract No. \_\_\_\_\_

- I. Subject to the conditions stated on the back hereof, the Central Intelligence Agency as represented by its Assistant Director for Personnel or his designee and \_\_\_\_\_ (hereinafter referred to as the Contractor) hereby contract for the personal services of the Contractor as follows:
- a. For Temporary Employment.
  - b. Duration of Contract: From \_\_\_\_\_ to \_\_\_\_\_ for such hours of employment as shall be mutually agreed upon between the Agency and the Contractor.
  - c. Rate of Compensation: \$ \_\_\_\_\_ per hour (for Actual Hours Worked)
  - d. Contractor \_\_\_\_\_ is \_\_\_\_\_ is not a retired civilian employee of the United States.
  - e. Contractor \_\_\_\_\_ is \_\_\_\_\_ is not a retired officer of the Armed Services of the United States.
  - f. Date of appointment affidavits \_\_\_\_\_.
  - g. Nature of personal services to be rendered:
    - (1) \_\_\_\_\_ Stenographic and Typing.
    - (2) \_\_\_\_\_ Typing only.
    - (3) \_\_\_\_\_ Clerical only.
    - (4) \_\_\_\_\_ Typing and Clerical.

- II. The Contractor agrees to perform the foregoing personal services in an efficient manner and to the best of his ability.

Dated at Washington, D.C. this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Contractor \_\_\_\_\_

Address \_\_\_\_\_

Personnel Officer \_\_\_\_\_

CONDITIONS

1. Payment:

a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (SF 1130) showing the actual hours of service, signed and approved by the official to whom Contractor is responsible.

b. The Contractor shall be entitled to overtime and night differential payments in accordance with established government regulations.

2. Contractor shall accrue annual and sick leave in accordance with applicable law.

3. Contractor shall not be eligible to participate either in the Agency-sponsored insurance program or the Credit Union.

4. Contractor shall be covered by the Federal Employees Compensation Act.

5. Contractor shall not be entitled to any retirement benefits for the services performed under this Agreement. Therefore, no retirement deductions will be made for the salary payable hereunder nor will any credits be entered for the time performed under this Contract.

6. The government shall withhold the appropriate Federal Income Tax and deposit with the Bureau of Internal Revenue in Contractor's behalf. The Contractor shall execute the necessary Form W-4, Exemption Certificate required for this purpose.

7. This Contract may be terminated at the option of the Contractor or the Agency.

8. The Contractor shall not be considered a regular employee of the government. He shall be vested only with those rights, privileges, benefits, prerogatives and duties which are recited in this Contract.

Distributions:

Original - Contractor's File

Copy 1 - Comptroller

Copy 2 - Machine Records Branch

Copy 3 - Personnel Office Chrome

Copy 4 - Budget Division